

How to Get Access to a Another Person's Facebook Page & Ad Account

How to Gain Access to a Client's Assets

Step #1 is to have your client (or any person/brand you want access to Facebook assets for) create a Facebook Page, Ad Account, and Business Manager!

Your client NEEDS a Facebook Business Manager account too! Rewatch our “The Complete Facebook Business Manager Guide” lecture for how to create a Business Manager.

How to Give a Partner Access to Assets in Your Business Manager:

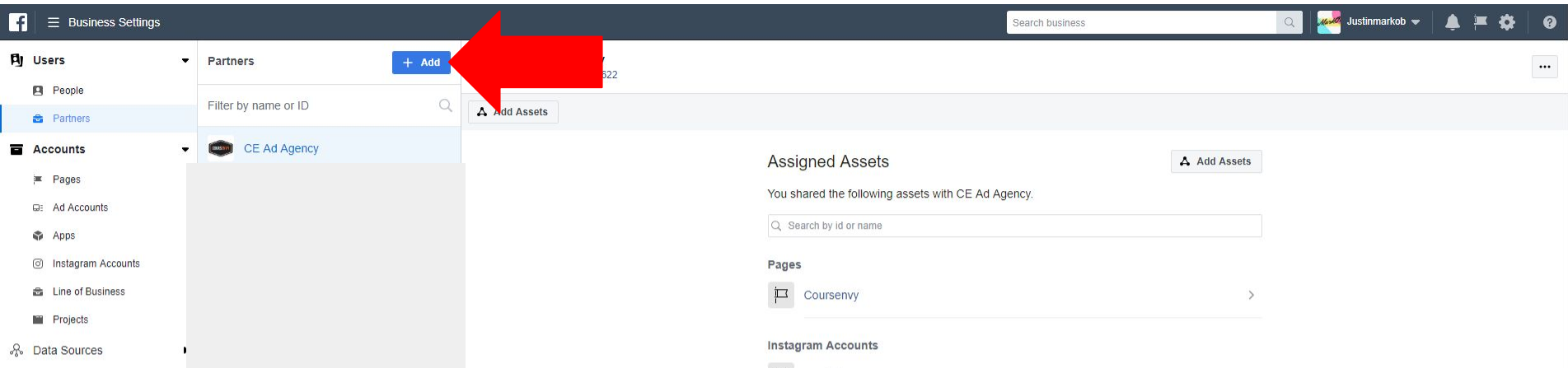
<https://www.facebook.com/business/help/1717412048538897>

How to Gain Access to a Client's Assets

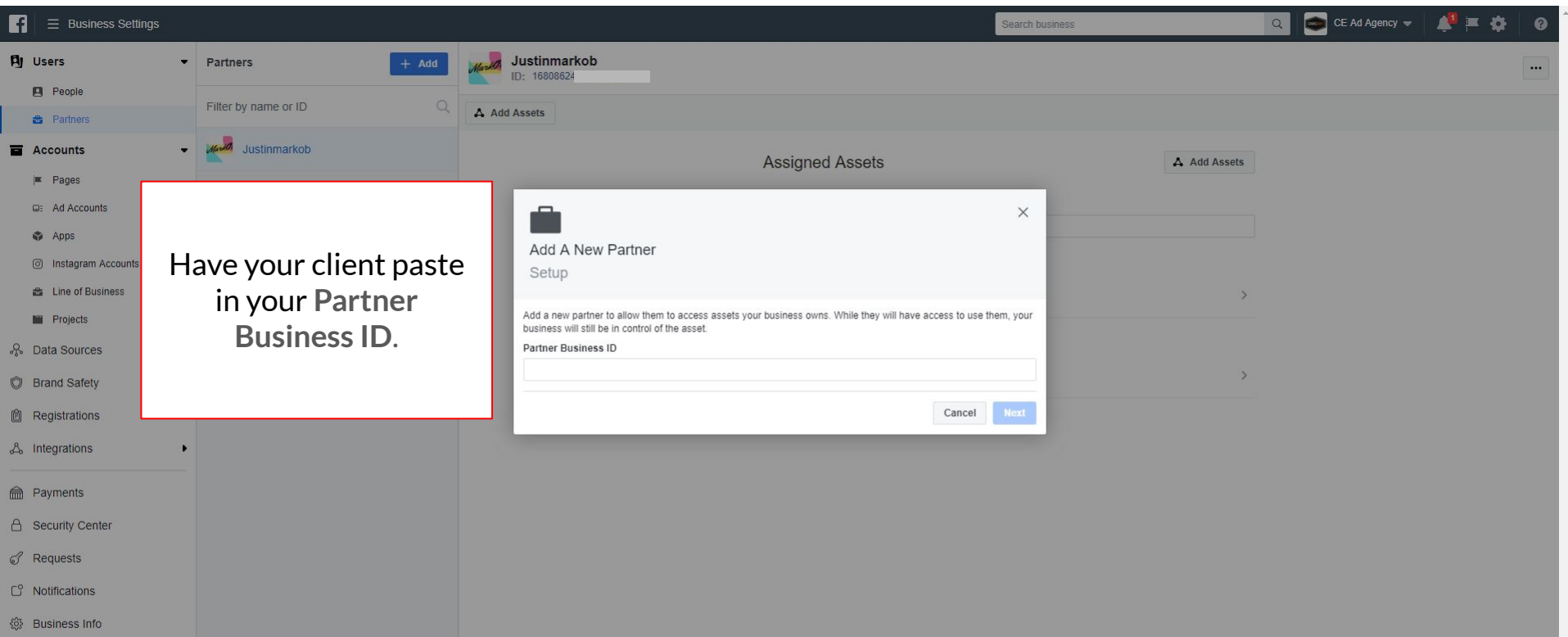
- I suggest using free screen sharing software like Zoom or Skype to help your client with each of following steps to ensure correct onboarding!

How to Gain Access to a Client's Assets

- Once the Client's Business Manager Account has been created, have them navigate to their **Business Settings** page.
- In the left sidebar, click **Partners** (under the **Users** section). Click the **+Add** button.



How to Gain Access to a Client's Assets



The screenshot shows the Facebook Business Settings interface. On the left, a sidebar lists various settings categories: Users, Partners, Accounts, Pages, Ad Accounts, Apps, Instagram Accounts, Line of Business, Projects, Data Sources, Brand Safety, Registrations, Integrations, Payments, Security Center, Requests, Notifications, and Business Info. The 'Partners' section is selected, showing a list of partners with a search filter and an 'Add Assets' button. A modal dialog box titled 'Add A New Partner Setup' is open in the center. It contains a brief explanation of adding a partner and a text input field for the 'Partner Business ID'. The dialog has 'Cancel' and 'Next' buttons at the bottom right. A red-bordered box is overlaid on the left side of the dialog, containing the text: 'Have your client paste in your Partner Business ID.'

Business Settings

Search business

CE Ad Agency

Users

Partners

+ Add

Justinmarkob
ID: 16808624

Filter by name or ID

Add Assets

Accounts

Justinmarkob

Assigned Assets

Add Assets

Add A New Partner Setup

Add a new partner to allow them to access assets your business owns. While they will have access to use them, your business will still be in control of the asset.

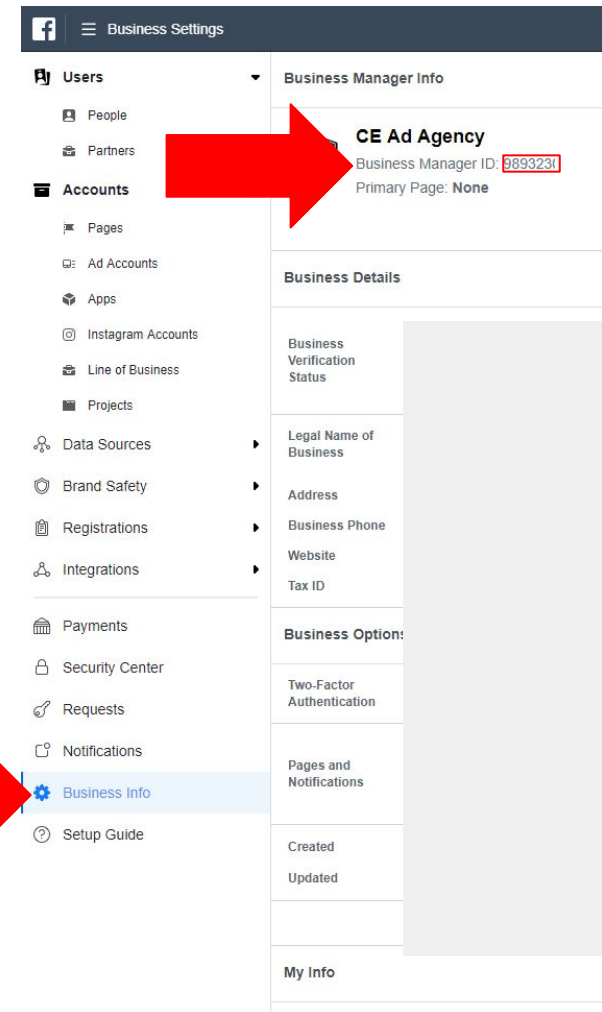
Partner Business ID

Cancel Next

Have your client paste in your Partner Business ID.

Partner Business ID

- You can find your **Partner Business ID** on your **Business Settings** → **Business Info** page.
- Your **Partner Business ID** = your **Business Manager ID**



The screenshot displays the Facebook Business Settings interface. On the left, a sidebar menu lists various settings categories. A red arrow points to the 'Business Info' option at the bottom of this menu. On the right, the 'Business Manager Info' section is visible, showing the 'CE Ad Agency' with a 'Business Manager ID' of 9893231, which is highlighted with a red box. Another red arrow points from the 'Partners' link in the sidebar to this ID. Below the Business Manager Info section, other sections like 'Business Details' and 'Business Options' are partially visible.

Business Settings

Users

- People
- Partners

Accounts

- Pages
- Ad Accounts
- Apps
- Instagram Accounts
- Line of Business
- Projects

Data Sources

- Brand Safety
- Registrations
- Integrations

Payments

- Security Center
- Requests
- Notifications
- Business Info**
- Setup Guide

Business Manager Info

CE Ad Agency

Business Manager ID: **9893231**

Primary Page: None

Business Details

Business Verification Status

Legal Name of Business

Address

Business Phone

Website

Tax ID

Business Options

Two-Factor Authentication

Pages and Notifications

Created

Updated

My Info

How to Gain Access to a Client's Assets

The screenshot shows the Facebook Business Settings interface. On the left is a navigation menu with options: Users, Partners, Accounts, Pages, Ad Accounts, Apps, Instagram Accounts, Line of Business, Projects, Data Sources, Brand Safety, Registrations, Integrations, Payments, Security Center, Requests, Notifications, and Business Info. The 'Partners' section is selected, showing a list with a filter 'Filter by name or ID' and an 'Add Assets' button. A partner named 'Justinmarkob' with ID '16808824' is listed. A modal dialog box titled 'Add A New Partner Setup' is open in the foreground. It contains a brief explanation of adding a partner and a text input field for the 'Partner Business ID'. At the bottom of the dialog are 'Cancel' and 'Next' buttons. A red-bordered box is overlaid on the left side of the dialog, containing the text: 'Once your client paste in your Partner Business ID. Click Next.'

Business Settings

Search business

CE Ad Agency

Users

Partners

+ Add

Justinmarkob
ID: 16808824

Filter by name or ID

Add Assets

Accounts

Justinmarkob

Assigned Assets

Add Assets

Add A New Partner Setup

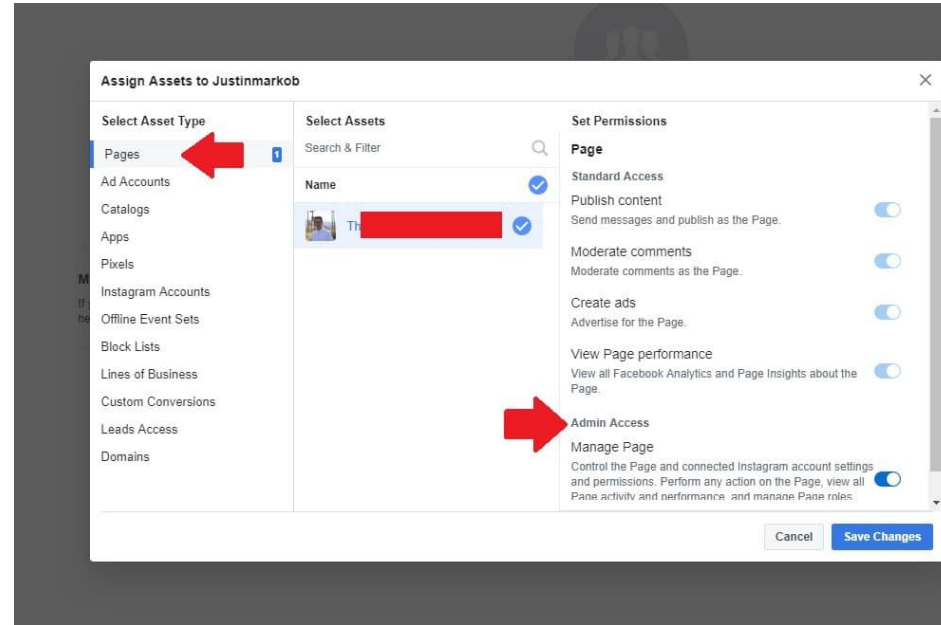
Add a new partner to allow them to access assets your business owns. While they will have access to use them, your business will still be in control of the asset.

Partner Business ID

Cancel Next

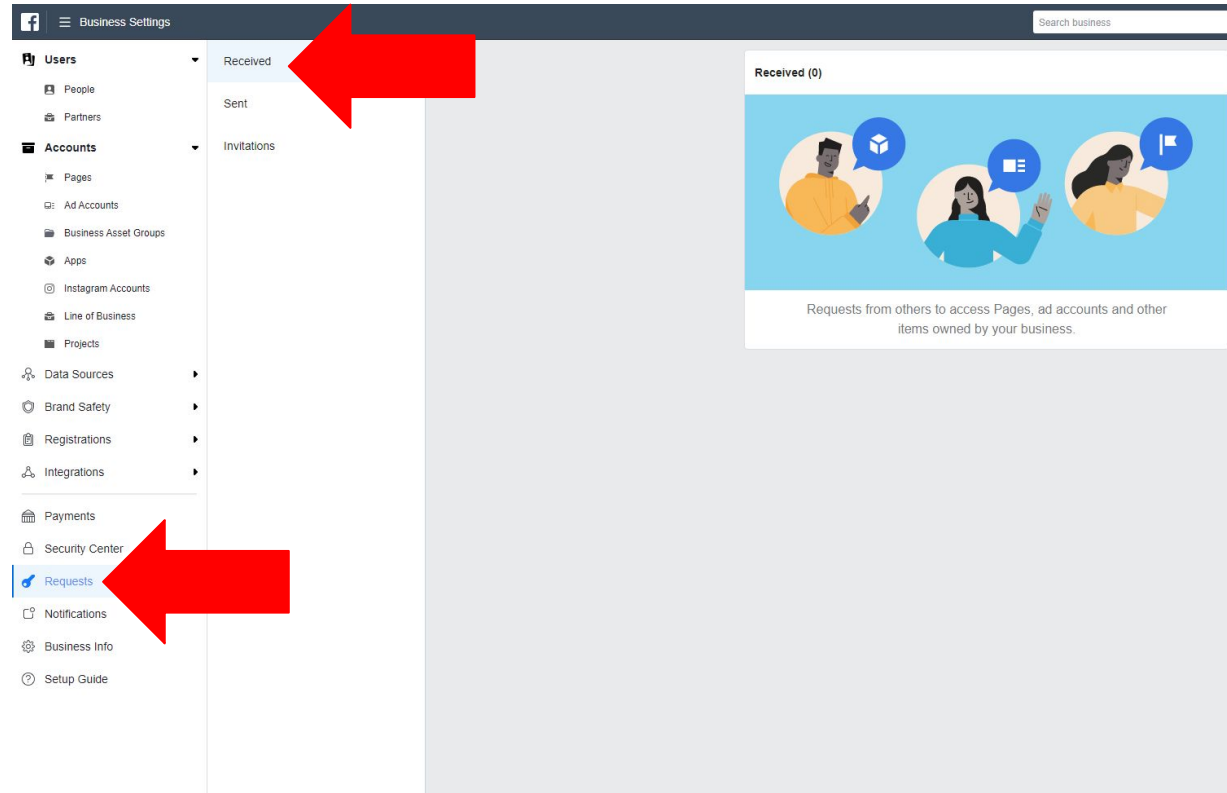
Once your client paste in your Partner Business ID. Click Next.

- On the next popup screen, in the left sidebar, click **Pages**.
- Then **Select** the Facebook Page you are giving our ad agency access to.
- Make sure to toggle the option that says **Admin Access**.
- Repeat this process for your **Ad Account, Pixel, and Instagram Account** (all via the left sidebar in this same popup window).
- Select and toggle **Admin Access** for ALL these Facebook Assets we need access to in order to manage your business.
- Once done, click the blue **Save Changes** button in the bottom right.



How to Gain Access to a Client's Assets

Once the client has this completed, you will get the notification that you have access to all their Facebook Assets on the **Requests** page.



How to Gain Access to a Client's Assets

Then you need to add (assign) people on your team to the varying assets:

<https://www.facebook.com/business/help/325571851329683>

Click “People” in the left sidebar of your Business Settings page. Then click the “Add” button.

Once you have invited people, click the “Add Assets” button to assign those users to work on Pages, Ad Accounts, etc.

The screenshot shows the Facebook Business Settings interface. The left sidebar contains links to Users, Accounts, Pages, Ad Accounts, Apps, Instagram Accounts, Line of Business, Projects, Data Sources, Brand Safety, Registrations, Integrations, and Payments. The main area displays the 'Users' section with a search bar and an 'Add Assets' button. A modal window titled 'Invite People' is open, showing options to assign business roles (Employee access, Admin access) and a 'Next' button.

Update Your Billing Info

For all the Facebook Ads campaigns you run for your client, they will get billed directly from Facebook. To ensure the ad account has the correct billing information, please have them follow the steps below:

1. Login to your Facebook Business Manager.
2. Go to the **Payment Settings** page:
https://www.facebook.com/ads/manager/account_settings/account_billing
3. In the Payment Method section, click **Add Payment Method**.
4. Choose the payment method you want to add, fill in your information and then click Continue. Follow any additional instructions to add your payment method.
5. The payment method will be saved to your account.

